



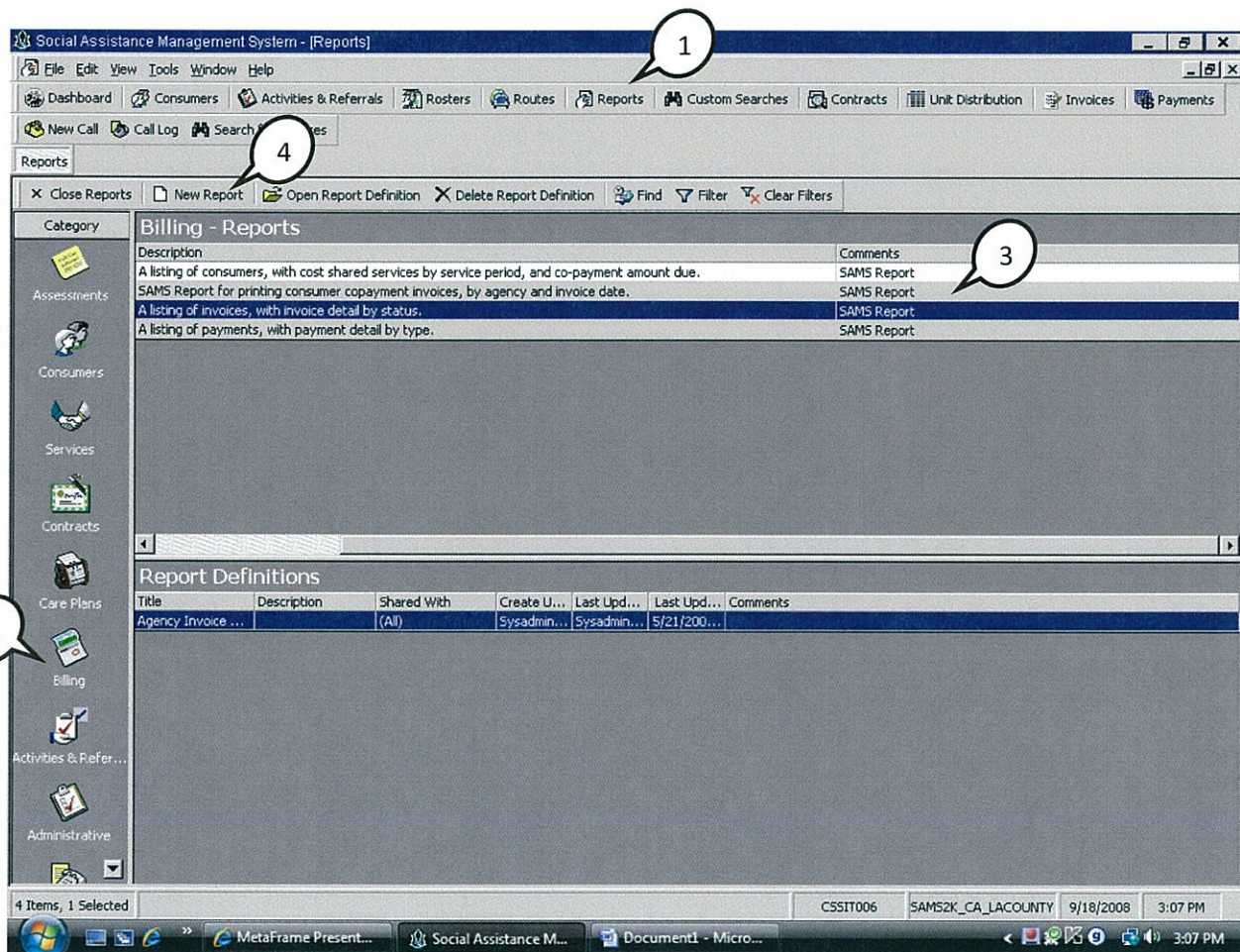
Software Help Sheet 12:

Printing a SUMMARY of a SAMS Agency Invoice

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Printing Invoice Summaries

1. From the SAMS Main Menu select **Reports**.
2. From the SAMS Navigation bar on the left select **Billing**.
3. You will now see the **Billing – Reports** list, select **Invoice Item Report**.



4. Select **New Report** (or an existing report from Report Definitions if it has already been created.)

Printing a Summary of a SAMS Agency Invoice

5. Give the report a title and description.
6. In the **Report** area complete to match the below specifications.

Report

Print Parameters	No
Group By	(No Grouping)
Show Invoice Headers	Yes
Invoice Item Details	No
Show Consumers	No
Show Service Provider Totals	Yes
Show Service Totals	Yes
Show Consumer SSN	No
Show Monthly Totals	Yes
Show Aged Balances	No

Report Header

Subtitle	
Report Comments	

Report Security Access

Shared With	(All)
Modifications Allowed	(All)

Invoice Header

Invoice Type	Agency Invoices
Agency	(Any)
Provider	YWCA of San Gabriel Valley
Invoice Date (on or after)	09/01/2008
Invoice Date (on or before)	09/15/2008
Status	(Any)
Reason	(Any)
Status Date (on or before)	
Status Date (on or after)	

Invoice Items

Care Program/Service	(Any)
Service Agency	(Any)
Service Provider	YWCA of San Gabriel Valley

7. In the **Invoice Header** section enter your provider name via the drop down list.
8. Invoice Date (on or after) actually means 'look for an invoice no earlier than this date'. Invoice Date (on or before) actually means 'look for an invoice no later than this date'. SAMS will then find all invoices generated within those dates for the specified provider.



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SAMS I.Q. # 008

Issued: March 30, 2009

Question #25:

How do I indicate the unit(s) and correct cost for Purchase of Service (POS)?

Answer:

Purchase of Service will always have a quantity of one (1) for each service delivery, regardless of funding stream. Please change the unit price to the correct dollar amount to be reimbursed from one (1) dollar to the correct total amount for that service delivery. POS services should be recorded on the date service was provided to the consumer. This is done under daily unit details screen.

Question #26:

How do I get reimbursed for ADCRC services that were delivered to my consumers?

Answer:

Two conditions must exist for you to get reimbursement.

- A. All services that were delivered with a unit price of zero (0) must be included in your invoice.
- B. All reimbursable services (under "Dollars to be reimbursed" for each of the three different funding streams) must be included in the invoice.

Question #27:

How do I show the unit(s) and dollars to be reimbursed for our ADCRC clients?

Answer:

Prior to entering the dollars to be reimbursed for ADCRC clients, a consumer group for each funding stream needs to be set up. You will then create a service delivery for each month to enter this amount. The service delivery should be reported under daily unit details on the LAST working day of the month to be invoiced.

As in Question #25, please note that for “Dollars to be reimbursed” services, the quantity is one (1) and the unit price is the total amount to be reimbursed.

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SAMS I.Q. # 008

Issued: October 3, 2008

Question #24:

Do I invoice NSIP the same way that I did prior to SAMS?

Answer:

No, there are two issues here. One, under the new regulations for AAA, NSIP is based on consumers that are in fact NSIP eligible vs. the old method of assuming all persons receiving a meal are NSIP. Second, in SAMS, NSIP service delivery is entered as a group service delivery by calendar month. Fortunately, SAMS has a report that will tell you how many consumers and meals were served to NSIP eligible persons during the calendar month. NSIP eligible status is based upon the NSIP Meals Eligible status in the consumer details characteristics.

Question #25:

Can you outline for me how to get the SAMS NSIP Meals Report and what I do with it?

Answer:

Answer #25 Part I - General

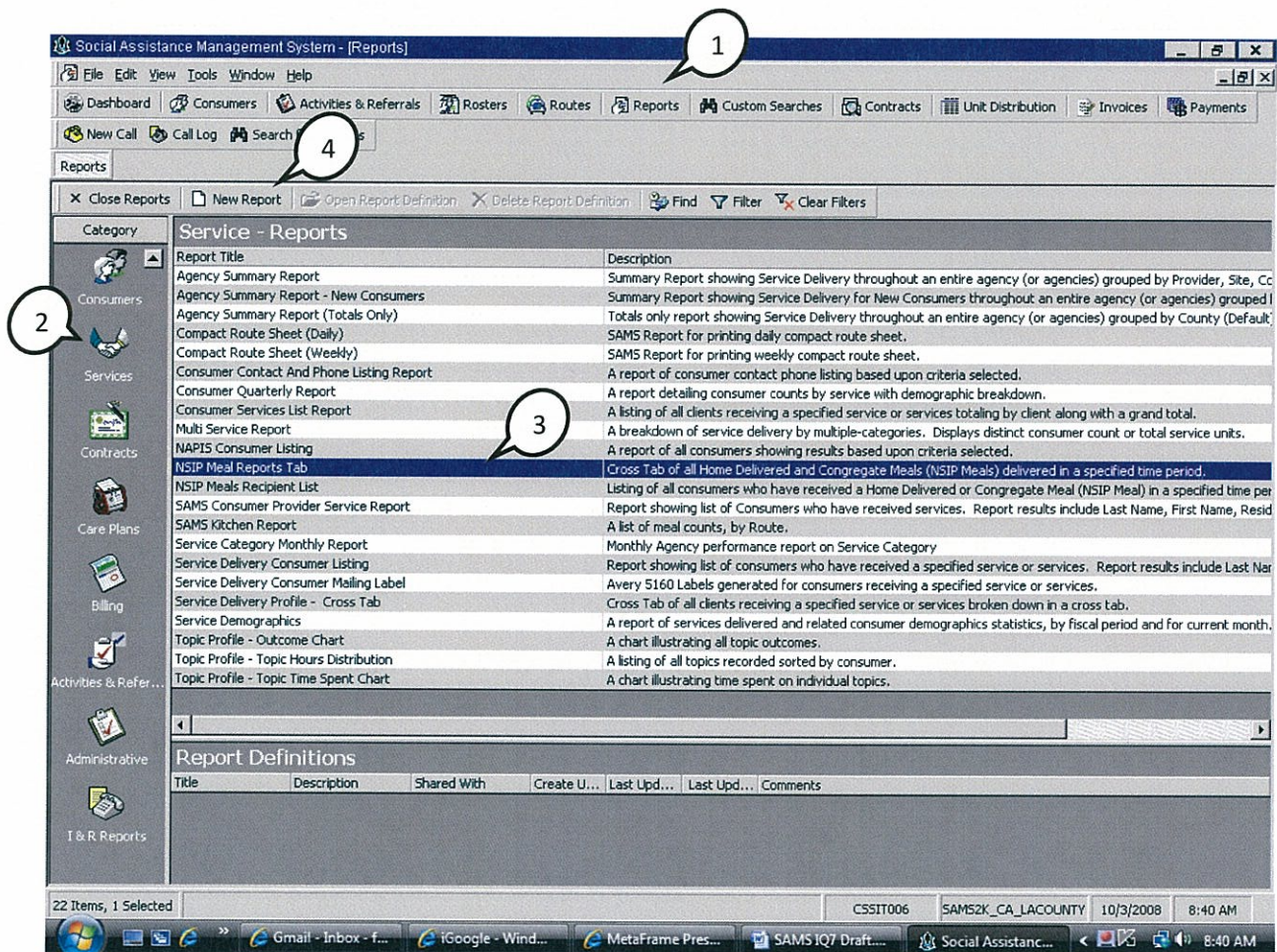
Yes, although the instructions below initially look complicated they are really easy, if you take this one step at a time. In outline form, here is what you will do;

- Go to SAMS Reports
- Select Service Reports – NSIP Meals Report Tab
- Complete Report parameters and print
- Enter the report data via a Consumer Group Service Delivery
- NSIP will now print on invoice as a Service Delivery

Answer #25 Part II - Detailed

NSIP Meal Report Tab Report

1. From the SAMS Main Menu select **Reports**.
2. From the SAMS Navigation Menu (on left) select **Services**.
3. Highlight the report **NSIP Meal Report Tab**. This report will give you a summary of all NSIP Meals delivered within a specified time period.



4. Select **New Report** from the report options menu bar.

5. For the Report Title use your provider name, followed by "NSIP Meals for" then add the month and year the report is for. In this example YWCA NSIP Meals for July 2008. The NSIP report must be run for each month individually; it can never be a multiple month report as the service delivery is a consumer group service entered by month.

SAMS NSIP Meal Reports - Cross Tab

Report Title: YWCA NSIP Meals for July 2008

Comments:

Description:

Report

Print Parameters: No

Select Row: Provider

Report Header

Subtitle:

Report Comments:

Report Security Access

Shared With: Agency

Organization: Los Angeles County AAA

Modifications Allowed: (All)

Consumer Status

NSIP Eligible Status: Yes

Eligibility Type: (Any)

Reimbursement Rate

Enter the Rate: \$0.00

Service Delivery

Service Start Date (on or after): 07/01/2008

Service End Date (on or before): 07/31/2008

Agency: Los Angeles County AAA

Provider: YWCA of San Gabriel Valley

Provider Role: (Any)

Subprovider: (Any)

Care Program/Services: (Any)

Place of Service: (Any)

Fund Identifier: (Any)

Site: (Any)

Caregiver: (Any)

Advanced Filters

Select Fund Identifier

(All) Inc? Description

☐ AB 764 Linkages County

☐ CBSP AB2800 Linkages

☐ CBSP ADCRC

☐ CBSP Respite

☐ III-B

☐ III-B and VII-A Ombudsman

☒ III-C1

☒ III-C2

☐ III-D

☐ III-E

☐ NSIP

☐ Special Deposit Ombudsman

☐ VII-B

OK

Select All

Deselect All

Cancel

☐ Selected Items

6. Select **Los Angeles County AAA** for the organization.
7. Under Service Delivery:
 - a. **Service Start Date** is the beginning of the month, example 07/01/2008
 - b. **Service End Date** is the end of the month, example 07/31/2008.
 - c. Agency is **Los Angeles County AAA**.
 - d. Provider, enter **your provider name**, example YWCA of San Gabriel Valley.
 - e. Fund Identifier; select both **III-C1** and **III-C2** and then click the **OK** button.

8. You can now select **Print Preview** from the menu bar, and if it looks okay then select **Print Report**. You will note that the report does not put dollar amounts on the report, because we selected two fund identifiers, the rates will be correctly recorded during step 10 below for recording the NSIP data as service deliveries.
9. The report format can be saved and used the next month; you would simply recall the report from the "Report Definitions" (bottom of the split window) after selecting NSIP Meals Report Tab. Go in and change the title to the correct month, change the start and end date to be the current month, preview and print.
10. To get the NSIP Service Delivery on your invoice;
 - a. Create two **Consumer Groups** one for NSIP Congregate and a second for NSIP Home Delivered Meals.
 - b. Add the **Service Delivery** count from the report for each of the two consumer groups. The correct rate will be placed on the invoice when service deliveries are recorded.
 - c. When you select your services for your invoice NSIP will now show on your invoice as a service delivery specifically for NSIP Congregate and NSIP Home Delivered Meals.
11. For the first SAMS Invoice period of July – September 2008, you will print and three (3) NSIP Meal Report Tab reports, one for each month, July, August and September. If you are not fully caught up on service delivery data entry you may want to delay "claiming" the NSIP until the meals are all entered for the month in question. Example: let's say that you have completed all of the services data entry for July 2008 and are pretty sure that you have captured all of the service deliveries for August, but for September you only have one week of services entered.

Remember you can only claim NSIP for a calendar month one time. Considering the one claim for a month, you should complete the NSIP report and service delivery for July and August as separate reports and put those service deliveries in SAMS. Recommend delay in claiming the September NSIP meals until you complete the entry of services with the next month invoice. SAMS will pick up all service deliveries for September. So with this example you would have NSIP claim for July and August with regular services for July, August and part of September on October 10th invoice. The November 10th invoice would include regular services for part of September and all of October. NSIP would be included for all of September NSIP eligible meals and all of October NSIP eligible meals.

You cannot claim the NSIP for September (or any month) in two parts in different months. NSIP unlike other SAMS services is a one-time claim per service month. NSIP is calculated from services in SAMS at the time the report is run. **Clarifying again, regular meal services can be added and will show on an invoice in the future and be paid, NSIP can only be claimed and invoiced one time for the calendar month, and it is based on what is in SAMS at the time of the report.**